

Work Experience

NARANGA SCHOOL POLICY

Rationale:

- Students need to participate in a variety of workplace learning activities while they are still at school to assist in their development of a realistic understanding of the world of work. These placements provide students with insights into work situations and hands-on learning experiences of being an employee in the wider community.

Aims:

To provide hands on practical work place situations that:

- Develop employability skills.
- Explore possible career options.
- Assist in expanding students' abilities to use public transport and safe travel training skills.
- Develop an understanding of employer expectations.
- Increase their self-understanding, maturity, independence and self-confidence.

Implementation:

Work experience students will be actively encouraged to:

- Explore career pathways and interests through attendance in career education lessons.
- Attend Careers Action Plan meetings to explore possible interests and types of work experiences to be offered.
- Participate in school-based work experience programs such as Capel Sound Foreshore Horticulture.
- Meet with an assigned Transition coach and representatives from outside agencies such as Skills Plus and WISE employment.
- Represent the school to the best of their abilities when in a work-related placement.

Students will:

- Complete a resume and accompanying cover letter in each work situation.
- Sign a formal work experience agreement form.
- Complete a student feedback form at the conclusion of the placement.

Naranga School will:

- Follow up/ visit a student whilst on placement.
- Provide each student with a minimum of two placements when in the Senior Department. These will include such programs as the VET and outside work placements.
- Provide support and information to both the student and family.
- Be sensitive to the types of placements and the needs of the students.
- Actively encourage students to utilise the skills developed during placements and incorporate them into school programs.
- Encourage independence and positive attitudes to exploring career pathways.
- Provide opportunities to explore the wider community.
- Monitor student progress at regular intervals and reported on in mid and end of year academic reports.

Evaluation:

- This policy will be reviewed as part of the school's review cycle

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- This policy was last ratified by School Council in....

Sept 2013